

ACTA GEOTECHNICA SLOVENICA

<http://zalozba.uni-mb.si/index.php/ags>

Intruction for Reviewers

Getting started (user login)

1. Register or Log in to your AGS account. (<http://zalozba.uni-mb.si/index.php/ags>)

The screenshot displays the website's header with the 'mqs' logo and a navigation menu containing 'HOME', 'ABOUT', 'LOG IN', and 'REGISTER'. Below the menu, the breadcrumb 'Home > ACTA GEOTECHNICA SLOVENICA' is visible. The main content area features the journal title 'ACTA GEOTECHNICA SLOVENICA' and a brief description of the journal's focus on geotechnical research. On the right side, there is a sidebar with sections for 'OPEN JOURNAL SYSTEMS', 'USER' (with fields for Username and Password, a 'Remember me' checkbox, and a 'Log In' button), 'NOTIFICATIONS', 'FONT SIZE', and 'INFORMATION'. A green arrow points from a 'Login' button located at the bottom right of the page to the 'Log In' button in the sidebar.

Step 1 (View articles for review)

1. Click on Reviewer

HOME ABOUT USER HOME

Home > **User Home**

User Home

ACTA GEOTECHNICA SLOVENICA

» [Reviewer](#)

0 Active

My Account

- » [Show My Journals](#)
- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Log Out](#)

Reviewer

2. Click on article title

HOME ABOUT USER HOME

Home > User > Reviewer > **Active Submissions**

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
27	09-14	ART	NASLOV	10-12	1
23	08-31	ART	NASLOV V ANG	09-28	1

1 - 2 of 2 Items

Article title

Step 2 (Notify the submission's editor as to whether you will undertake the review.)

1. Response to editor

[HOME](#) [ABOUT](#) [USER HOME](#)

Home > User > Reviewer > #27 > **Review**

#27 Review

Submission To Be Reviewed

Title	Naslov
Journal Section	Articles
Abstract	Povzetek
Submission Metadata	VIEW METADATA

Review Schedule

Editor's Request	2011-09-14
Your Response	—
Review Submitted	—
Review Due	2011-10-12

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response Will do the review Unable to do the review

2. Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission will be made available, if and when reviewer agrees to undertake review

3. Click on icon to fill in the review form.

Review Form

4. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

Will do / unable to do review

2. Send e-mail to editor

HOME ABOUT USER HOME

Home > User > Reviewer > **Email**

Send Email

To

CC

BCC

Send a copy of this message to my address (bostjankohne@gmail.com)

Attachments

From "Bostjan Review" <bostjankohne@gmail.com>

Subject [AGS] Able to Review

Body

Revija AGS:

I am able and willing to review the submission, "Naslov," for ACTA GEOTECHNICA SLOVENICA. Thank you for thinking of me, and I plan to have the review completed by its due date, 2011-10-12, if not before.

Bostjan Review

Send e-mail

Step 3 (download and review (on screen or by printing) the files associated with this submission)

[HOME](#) [ABOUT](#) [USER HOME](#)

Home > User > Reviewer > #27 > **Review**

#27 Review

Submission To Be Reviewed

Title	Naslov
Journal Section	Articles
Abstract	Povzetek
Submission Metadata	VIEW METADATA

Review Schedule

Editor's Request	2011-09-14
Your Response	2011-09-14
Review Submitted	—
Review Due	2011-10-12

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
2. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript [27-89-1-RV.JPG](#) 2011-09-02
Supplementary File(s) None
3. Click on icon to fill in the review form.
Review Form 
4. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation

Click on files names to download

Step 4 (Fill review form)

1. Click to fill in the review form

[HOME](#) [ABOUT](#) [USER HOME](#)

Home > User > Reviewer > #27 > **Review**

#27 Review

Submission To Be Reviewed

Title	Naslov
Journal Section	Articles
Abstract	Povzetek
Submission Metadata	VIEW METADATA

Review Schedule

Editor's Request	2011-09-14
Your Response	2011-09-14
Review Submitted	—
Review Due	2011-10-12

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response Accepted

2. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript	27-89-1-RV.JPG	2011-09-02
Supplementary File(s)	None	

3. Click on icon to fill in the review form.

[Review Form](#) 

4. In addition, you can upload files for the editor and/or author to consult

Uploaded files None

Click on icon to fill in the review form

5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

2. Fill and save review form

HOME ABOUT USER HOME

Home > User > Reviewer > #27 > Review Form Response

Review Form Response

AGS Review Form

Please answer the questions with YES, NO or PARTLY, and write any comments

Is the content of the paper suitable for publication in the Slovenian Geotechnical Review? *

- Yes
 No

Is the manuscript a new and original scientific contribution? *

- Yes
 No

Are the structure and length of the paper appropriate? *

- Yes
 No

Is the clarity of presentation adequate? *

- Yes
 No

Are the conclusions and interpretations supported by the data? *

- Yes
 No

Is the title appropriate? *

- Yes
 No

Is the abstract sufficiently clear? *

- Yes
 No

Do the keywords express the content appropriately? *

- Yes
 No

Are the literature and references adequate? *

- Yes
 No

Are the quality and number of enclosures (figures, tables) appropriate? *

- Yes
 No

Is the paper acceptable for publication? *

- in the present form
 with minor corrections
 with major corrections
 unacceptable

Probability of citation? *

- Yes
 No
 Partly

* Denotes required field

Save review form

Step 5 (Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.)

1. Submit review to Editor

[HOME](#) [ABOUT](#) [USER HOME](#)

Home > User > Reviewer > #27 > **Review**

#27 Review

Submission To Be Reviewed

Title	Naslov
Journal Section	Articles
Abstract	Povzetek
Submission Metadata	VIEW METADATA

Review Schedule

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Your Response	2011-09-14
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Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response Accepted
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Supplementary File(s) None
3. Click on icon to fill in the review form.
Review Form 
4. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
Recommendation

Submit Review to Editor



2. Send e-mail to editor

HOME ABOUT USER HOME

Home > User > Reviewer > Email

Send Email

To	<input type="text" value="Revija AGS <ags@uni-mb.si>"/>
CC	<input type="text"/>
BCC	<input type="text"/>
	<input type="button" value="Add Recipient"/> <input type="button" value="Add CC"/> <input type="button" value="Add BCC"/>
	<input type="checkbox"/> Send a copy of this message to my address (bostjankohne@gmail.com)
Attachments	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
From	"Bostjan Review" <bostjankohne@gmail.com>
Subject	[AGS] Article Review Completed
Body	<div><p>Revija AGS:</p><p>I have now completed my review of "Naslov" for ACTA GEOTECHNICA SLOVENICA, and submitted my recommendation, "See Comments."</p><p>Bostjan Review</p></div>
	<input type="button" value="Send"/> <input type="button" value="Cancel"/> <input type="button" value="Skip Email"/>

Send e-mail to editor